

# **External User Manual (Quick Start)**

*Real Estate Assessment Center – Public Housing*

**U.S. Department of Housing and Urban  
Development**

December 1, 2008

# EXTERNAL USER'S MANUAL

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## 1.0 INTRODUCTION

# 1 INTRODUCTION

## 1.1 External User Guide

This user guide supports the entirely new FASS-PH Release 9.0.0.2 Asset Management implementation at HUD. It provides information to facilitate the required electronic submission of Financial Data Schedules (FDS) and supplemental Data Collection Forms (DCF) under the Financial Assessment Subsystem for Public Housing Agencies. It contains the following sections to guide the user in setting up for electronic submission, accessing the system, and electronically submitting financial data to HUD.

- **Introduction** provides the purpose, benefits, and overview of the system.
- **Getting Started** includes software and hardware requirements for using the system.
- **Accessing FASS-PH** shows how to log into and exit from the system.
- **Common System Features** discusses basic system features including page layout and links, and instructions for contacting the REAC Technical Assistance Center.
- **Creating Financial Submissions** provides step-by-step instructions and guidelines for data entry.
- **Submitting Financial Data** discusses the final steps in electronically submitting financial data to HUD.
- **Deleting Financial Submissions** shows how to delete unwanted draft and IPA review status submissions.

## 1.2 System Purpose

The U.S. Department of Housing and Urban Development (HUD) created the Real Estate Assessment Center (PIH-REAC) to centralize and standardize the way HUD monitors and evaluates HUD developments and programs.

PIH-REAC designed the Financial Assessment Subsystem for Public Housing (FASS-PH) to financially assess Public Housing Agencies (PHAs). FASS-PH helps measure the financial condition of PHAs and assesses their ability to provide safe and decent housing. FASS-PH also provides PIH-REAC with a complete database of the financial data of PHAs. The system provides PHAs with the ability to submit financial information to PIH-REAC via a secure Internet connection.

## 1.3 System Environment

FASS-PH is a secure web-based system accessible on the Internet for external users (such as PHAs and their agents) and on the HUD Web, HUD's intranet, for internal users (HUD/PIH-REAC users). FASS-PH users include the following groups:

- PHAs and their agents – Public Housing Agencies responsible for submitting financial information to PIH-REAC/HUD for analysis. This includes any employee or agent of the PHA delegated to submit financial data on behalf of the PHA, including independent public accountants (IPA), and fee accountants.

- PIH-REAC and other HUD offices – PIH-REAC users responsible for assessing PHAs and any other HUD users

## **1.4 System Benefits**

FASS-PH is an easily accessible and efficient system for PHAs to submit financial information to HUD electronically, reducing administrative burdens for both PHAs and HUD. This system:

- Allows easy access for PHA users and their agents, and HUD users
- Protects financial data in a secure system
- Provides automated data entry formats
- Provides timely feedback on submission acceptability
- Provides capability to print and save submitted data
- Maintains electronic records
- Allows electronic review of financial data
- Ensures software version control

## **1.5 Abbreviated System Checklist**

The steps to create and submit financial data using the abbreviated FASS-PH system are straightforward. Here are the steps:

- Create Spreadsheet(s) of agency-wide financial data and store in one Excel File
- Log into the System (See Sections 2 & 3)
- Create Electronic Submission, defining parameters (See Sections 5.2 & 5.3)
- Using Comments Page, key in ancillary data for submission (See Section 5.4)
- Using Comments Page, upload financial spreadsheet file (See Section 5.4)
- Submit the data to HUD REAC Using Submit Page (See Section 6.1)
- Monitor the status of the submission by checking the Inbox (See Section 6.2)
- Correct and Resubmit the data if necessary based on returned status (See Section 8)

---

## **2.0 GETTING STARTED**

## 2 GETTING STARTED

### 2.1 Software Requirements

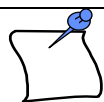
The electronic submission of Financial Data Schedules and Data Collection Forms using the Financial Assessment Subsystem for PHAs (FASS-PH) requires computer resources and an Internet browser. The optimum software and hardware resources are recommended for efficiency, although users can operate with the minimum required resources.

#### 2.1.1 Optimum Hardware Resources

Processor: Pentium II or higher  
 RAM: 128 MB or higher  
 Modem: DSL or Cable  
 Video card: 256kb or higher  
 Free hard drive space: 75MB

#### 2.1.2 Optimum Software Resources

Operating System: Windows XP or higher  
 Standard Browser: Microsoft Internet Explorer<sup>1</sup> 6.0 SP1 with 128-bit encryption  
 PDF Reader: Adobe<sup>2</sup> Acrobat Reader 4.05 or higher



#### Note

Internet Explorer 6.0 SP1 is the standard browser for FASS-PH. Users should not use versions of Internet Explorer greater than 6.0 SP1 listed above. Internet Explorer 6.0 (128-bit) can be downloaded from the Internet. The procedures to download Internet Explorer 6.0 (128-bit) can be found at <http://www.microsoft.com/windows/downloads>. For instructions on downloading Adobe Acrobat, please go to <http://www.adobe.com/downloads/>

#### *Minimum Hardware Resources*

Processor: 486  
 RAM: 8 MB  
 Modem: 14.4kb  
 Video card: 256kb  
 Free hard drive space: 50MB

#### 2.1.3 Minimum Software Resources

Operating System: Windows XP

<sup>1</sup> Copyright© Microsoft Corporation.

<sup>2</sup> Copyright© 2000 Adobe Systems Incorporated.

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Browser: Microsoft Internet Explorer<sup>3</sup> 6.0 SP1 with 128-bit encryption  
PDF Reader: Adobe<sup>4</sup> Acrobat Reader 4.05 or higher

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<sup>3</sup> Copyright© Microsoft Internet Explorer Corporation.

<sup>4</sup> Copyright© 2000 Adobe Systems Incorporated.

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### **3.0 ACCESSING FASS-PH**

### 3 ACCESSING FASS-PH

#### 3.1 Authorized Users

Because the Financial Assessment Subsystem (FASS-PH) is a secure, web-based system that contains sensitive financial and housing information, users must register for a secure HUD user ID.

An Internet user can access FASS-PH only after registering for a user ID, receiving that user ID, and having the appropriate system rights assigned. Further restrictions apply regarding system access for PHAs. A user **must** be assigned to a PHA by the PHA's system coordinator before the system will allow data entry and submission.

There are two types of system users: Coordinators and Users. The Coordinator serves as the PHA's representative to perform system administration functions, such as controlling system access and assigning roles. The User reviews and submits data to HUD.


The Coordinator controls which Users have access to prepare, review, or submit data on behalf of the PHA. A Coordinator is also responsible for forwarding all information that is received electronically from HUD to the PHA's Executive Director.

A User also registers to do business on behalf of the PHA. The User, however, has no system access control. A User depends on the Coordinator for the necessary access to prepare, review, or submit data.

For details regarding obtaining and maintaining user IDs, please reference the WASS Secure Connection and Secure Systems User's Manual. The document is posted to the PIH-REAC website at [http://www.hud.gov/offices/reac/ind\\_usrlds.cfm](http://www.hud.gov/offices/reac/ind_usrlds.cfm)

#### 3.2 Logging On to the System

##### *Accessing the Financial Assessment Subsystem (External PHA/IPA Reviewer)*

 <p>Note</p>	<p>FASS-PH has been tested on Internet Explorer version 6.0 SP1. Please use this browser to access FASS-PH.</p>
---	---

The following steps demonstrate how to access the **Financial Assessment Subsystem**:

**Step 1:** Launch the Internet Explorer browser on your computer.

**Step 2:** Enter the following address in the **Location/Go to** field of the browser:

<http://www.hud.gov/offices/reac/>



**Step 3:** Press the **Enter** key on your keyboard.

The following page “**Real Estate Assessment Center (REAC)**” appears:

 A screenshot of the Real Estate Assessment Center (REAC) homepage. The page has a red header with the HUD logo and navigation links. A left sidebar contains a menu with "Online systems" circled in green. The main content area features a mission statement, a system upgrade release schedule, and helpful tools.
 

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Real Estate Assessment Center**

En español | Contact Us | Text only | Search/index

**Real Estate Assessment Center (REAC)**

The Real Estate Assessment Center's (REAC) mission is to provide and promote the effective use of accurate, timely and reliable information assessing the condition of HUD's portfolio; to provide information to help ensure safe, decent and affordable housing; and to restore the public trust by identifying fraud, abuse and waste of HUD resources. [More...](#)

**System Upgrade Release Schedule** **UPDATED**

All systems will be unavailable from 8pm Eastern Friday **September 19, 2008** until 7am Eastern Monday **September 22, 2008** for scheduled maintenance. We apologize for any inconvenience.

**PIH-REAC System Upgrade Release Schedule:**

- Friday **September 19, 2008** - 8pm Eastern

**NOTE:** With the **March 2nd 2007** release of Secure Systems, HUD has implemented an upgraded program for security, and have changed our URL for location. Please update all bookmarks to use the

**Helpful Tools**

**Forgot your password to PIH-REAC Systems?**

- ▶ [Password Reset](#)

**Password reset** requires you to provide exact information from your original registration.

**Passwords** must be changed every 60 days for the Secure Systems.

**Hot links**

- ▶ [Technical Assistance Center](#)
- ▶ [Unique IPA Identifier registration \(UII\)](#)
- ▶ [PIH-REAC location map](#)
- ▶ [Public and Indian Housing \(PIH\)](#)
- ▶ [Office of Housing](#)
- ▶ [PHAS training](#)
- ▶ [HUD's hurricane recovery resources](#)
- ▶ [HUD's hurricane recovery](#)

**Step 4:** Single click on the Online Systems link located on the left column of the page.

The “Online Systems” page appears. This page displays information on HUD REAC Systems and is the Portal to HUD REAC Systems.

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Real Estate Assessment Center**  
About REAC  
Business area products  
Business partners  
Online systems  
Common questions  
Calendar  
Industry user guides  
Library  
Directory  
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Technical support  
Contact us

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## Online Systems

### System Upgrade Release Schedule

**System Upgrade Release Schedule** UPDATED

All systems will be unavailable from 8pm Eastern Friday **September 19, 2008** until 7am Eastern Monday **September 22, 2008** for scheduled maintenance. We apologize for any inconvenience.

**PIH-REAC System Upgrade Release Schedule:**

- Friday **September 19, 2008** - 8pm Eastern

**NOTE:** With the **March 2nd 2007** release of Secure Systems, HUD has implemented an upgraded program for security, and have changed our URL for logging in. Please update all bookmarks to use the [Secure System - Online Systems web page](#).

**Note:** with the **December 7th, 2007** release users of WASS will no longer be allowed multiple logins into Secure Systems. This means that if you are logged into the system and start working on another

**Information by State**  
[Print version](#)

### System Login

**Existing users**

- [Login here](#)

**Need to access HUD systems?**

- [Register online](#)

**Forgot Password?**

- [Password Reset](#)

**Note:** Password reset will require you to provide exact information from your original registration

### Helpful Tools

- [Online Registration](#)
- [Quick Tips for Registration](#)
- [Technical FAQs](#)

**Step 5:** To enter the FASS-PH system, if you have a user ID and password, click on the [Login here](#) link, and continue to step 6.

Otherwise, click on the [Register online](#) link and refer to the WASS User's Manual for instructions on registering.

To reset your password, click the [Password Reset](#) link.

**Step 6:** After clicking the [Login here](#) link, the following **Secure Systems Single Sign On – User Login** page appears:

**Secure Systems Single Sign On**

## User Login

[help](#) | [home](#)

User ID

Password

[Forgot your password?](#) Click the link to reset your password and for other useful information.


**ATTENTION:** This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.


**NOTE:** There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out. Please also note that there is a 4 hour session timeout, after which, you will need to re-authenticate. You can then resume where you off.

Content updated June 15, 2007

U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) | [Statem](#)

**Step 7:** Enter your user ID and password, and single click the  pushbutton.

 <b>Note</b>	<p>The user ID is six characters where the first character is either an “M” or an “I.”          An example of a user ID is: <b>M12345</b>.</p>
--	--

The Financial Assessment – Secure Systems Legal Warning page is displayed. The link selections under the *Systems* Section will vary depending on the user ID. There will always be a FASPHA link if your User ID has FASS-PH access rights.



**User Login** [help](#) | [search](#) | [home](#) | [logout](#)

**Secure Systems**

### Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

### Warning Notice

The Secure Systems security access software supports Internet Explorer 6.0 browser. Internet Explorer 5.0 browser is supported for all processing systems except ARAMS. Other browsers may not be compatible with this software.


### Message of the Day

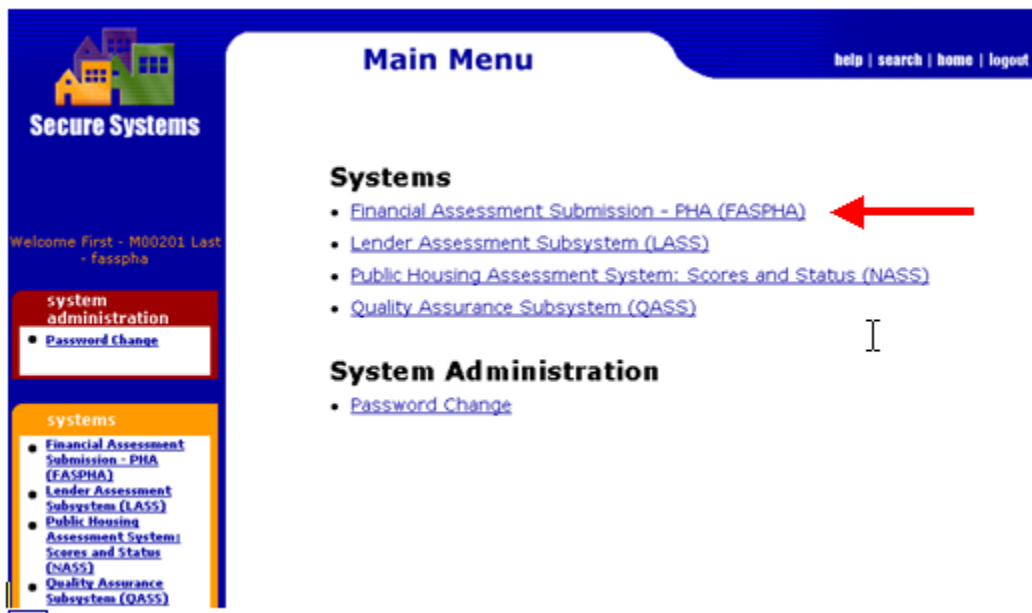
Area 47 - FASPHA Testing Only July 10, 2008 to July 31, 2008  
*( Updated by HWASSO on 2008-07-03 )*

SAGIS Training until 8/20/2008  
*( Updated by HWASSO on 2008-07-16 )*

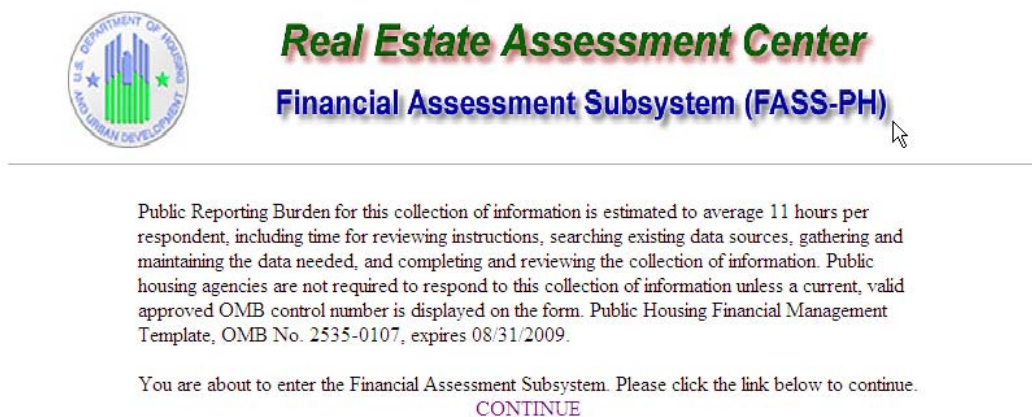
[Accept](#) [Logout](#)

Content updated May 9, 2008 [Back to Top](#)

**Step 8:** Single click the  push button. The Secure Systems Main Menu page displays:



**Step 9:** Single click on the **Financial Assessment Subsystem – PHA (FASPHA)** Link. This will take you to the following page:



**Step 10:** Single click on the **CONTINUE** link. This will take you to the Financial Assessment Sub System (FASS-PH) MENU page:



## Real Estate Assessment Center

### Financial Assessment Subsystem (FASS-PH)



#### FASS-PH Main Menu

Please click on one of the two buttons below to take you to the appropriate system.

**Fiscal year end  
on or before  
03/31/2008**

(Click left button to access scores and status of each PHA with a fiscal year end of 03/31/2008 or before.)

**Fiscal year end  
on or after  
06/30/2008**

(Click right button to access scores and status of each PHA with a fiscal year end of 06/30/2008 or after.)

**Fiscal year end  
on or after  
06/30/2008**

**Step 11:** Single click on the right button “Fiscal year end on or after 06/30/2008”. This will take you to the first page of the FASS-PH system, called the **Inbox**




## Real Estate Assessment Center

### Financial Assessment Subsystem (FASS-PH)

Work Items	Search
<a href="#">Create Submission</a>	Submission Type <input type="text" value="All"/> PHA Code <input type="text" value="All"/>
<a href="#">Unusual Circumstance Request</a>	Status <input type="text" value="All"/>
<a href="#">Delete Draft Submission</a>	Fiscal End Year <input type="text" value="All"/> <input type="text" value=""/>
<a href="#">Create XML Submission</a>	<input type="button" value="Search"/>
<a href="#">Link to 3/31/2008 and prior Submissions Inbox</a>	
Nothing found to display.	
<b>Resources</b> <a href="#">Additional Help</a> <a href="#">User Guide and System Documentation</a> <a href="#">Technical Assistance Center</a> <a href="#">FASS-PH website</a>	

### 3.3 Exiting The System

You can exit and return to FASS-PH at any time. Because FASS-PH is a secure system containing sensitive public housing information, you should exit FASS-PH when leaving the computer. To exit the system, click on the Close  control icon in the top right corner of the page. The FASS-PH application will close and the desktop will display.

## 3.4 Hints For Using The FASS-PH System

- ▲ Only open one session at a time. Multiple browser sessions may cause data corruption with FASS-PH submissions.
- ▲ Do not mark any FASS-PH web pages as favorite. Access the application via the PIH-REAC Online Systems page.
- ▲ Use only recommended browsers.
- ▲ Do not use the browser Back or Forward buttons unless instructed.
- ▲ Do not re-click the Save button while the system is processing

## **4.0 COMMON SYSTEM FEATURES**

## 4 COMMON SYSTEM FEATURES

### 4.1 Standard Page Layout

The system consists of data entry pages that allow authorized PHA users to enter financial information for submission to HUD. Most of these pages follow a standard layout which contains navigation menus and information sections in the same location on each page, as shown in the example below:

On most pages you will see:

1. A gold navigation bar at the top of the page with standard links
2. A blue menu table at the top left of the page
3. An “Additional Information” box at the top right of the page
4. Help and Technical Assistance Center links in the Information Box
5. Where appropriate, PHA and Submission Information at the top center of the page

**Real Estate Assessment Center**  
Financial Assessment Subsystem (FASS-PH)

① My Inbox PHA Info Submit

② Programs +  
Comments

**PHA Information**

PHA Code	CA999
PHA Name	Hometown Housing Authority
Fiscal Year End Date:	03/31/2020
Submission Type:	Unaudited/Non-A-133

**Additional Information**

③ Technical Assistance Center  
④ Help

⑤

**PHA Information**


PHA Code	CA999
PHA Name	Hometown Housing Authority

### 4.2 Inbox Page Layout

The layout of the Inbox, the Primary FASS-PH page, is slightly different from the standard layout, as shown in the example below:

This page has a navigation menu on the top left, under the title “**Work Items**”, rather than the blue menu box seen on other pages. Help and assistance links are at the bottom of the page, under the title “**Resources**”

1. Additonal Help link provides PHAs with on-screen assistance.
2. User Guide and System Documentation can be accessed with a single click
3. Technical Assistance Center link
4. FASS-PH website link

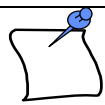


## Real Estate Assessment Center

### Financial Assessment Subsystem (FASS-PH)

Work Items	Search	
<a href="#">Create Submission</a>	Submission Type	All <input type="button" value="v"/> PHA Code All <input type="button" value="v"/>
<a href="#">Unusual Circumstance Request</a>	Status	All <input type="button" value="v"/>
<a href="#">Delete Draft Submission</a>	Fiscal End Year	All <input type="button" value="v"/> <input type="text"/> <input type="button" value="Search"/>
<a href="#">Create XML Submission</a>		
<a href="#">Link to 3/31/2008 and prior Submissions Inbox</a>		
Nothing found to display.		
Resources		
<a href="#">Additional Help</a>	<a href="#">User Guide and System Documentation</a>	<a href="#">Technical Assistance Center</a>
<a href="#">FASS-PH website</a>		


Diagram illustrating the layout of the Real Estate Assessment Center (REAC) Financial Assessment Subsystem (FASS-PH) interface. Red arrows and numbered circles (1, 2, 3, 4) highlight specific links in the Resources section: (1) points to 'Additional Help', (2) points to 'User Guide and System Documentation', (3) points to 'Technical Assistance Center', and (4) points to 'FASS-PH website'.

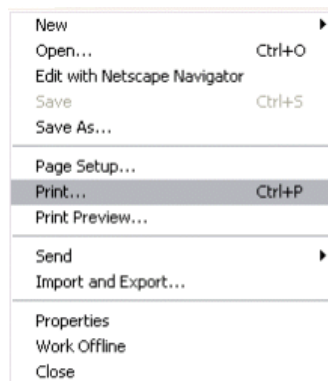
**Note**

Remember to save your work before leaving a page. To avoid losing work, use the underlined system links to move from page to page, instead of the browser **Back** and **Forward** buttons (unless instructed otherwise).

### 4.3 Printing Pages



To print pages, use the browser Print  button at the top of the page or select File menu, and then select Print



### 4.4 Contacting the Technical Assistance Center

If you have questions about using the FASS-PH system, you can contact the PIH-REAC Technical Assistance Center by phone or by email.

#### 4.4.1 By Phone

You can call the REAC Technical Assistance Center with system questions toll-free Monday through Friday, 7:00 a.m. to 6:00 p.m., Eastern Time at **1-888-245-4860**.

#### 4.4.2 By Email

At the bottom of the FASS-PH page, click on the [Technical Assistance Center](#). The **User Guide/TAC Instructions** page displays. Follow the instructions on the page. The **Real Estate Assessment Center (REAC) Technical Assistance Center Submission** page will display.

**Homes & Communities**  
U.S. Department of Housing and Urban Development

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Common questions  
Calendar  
Industry user guides  
Library  
Developer  
Training  
Technical support  
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**Homes**  
**Communities**  
**Working with HUD**  
**Resources**  
**Tools**  
Let's talk  
Webcasts  
Housing facts  
Contact us  
Help

**Real Estate Assessment Center**  
Home > about HUD > Real Estate Assessment Center > Contact us

**contact us**  
**Customer Service Center Submission**

Please fill out this form to assist us with answering your question. If confidentiality is an issue, please call the REAC Customer Service Center directly at 1-888-245-4860.  
\* = required fields

**Your Contact Information:**

First Name\*:

Last Name\*:

Email Address\*:

Please Confirm Email Address\*:

Phone Number\*:

Fax Number:

Web User ID:

Address\*:

City\*:

State\*:

Zipcode\*:

I prefer follow up and response via\*: ☒ Email ☐ Phone

**Financial Assessment-Public Housing Information:**

PHA Code:

PHA Name:

Fiscal Year Ending(FYE):

**Your Question:**  
Please tell us your question. Please include any relevant information/codes/error messages that will assist us with addressing your particular issue.

If necessary, upload a file:

Content updated November 5, 2002 [Back to Top](#)

U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455  
Visit a local HUD office near you

[Privacy Statement](#)  
[Home](#)

Click in the blank fields and enter the information requested.

Click on the Submit  button to send the question or comments to the REAC Technical Assistance Center.


## **5.0 CREATING FINANCIAL SUBMISSIONS**

## 5 CREATING FINANCIAL SUBMISSIONS

The main purpose of the system is to create financial submissions in a secure and controlled manner. The information below describes how to use the system to upload a spreadsheet detailing the financial information reportable to HUD for your organization. One “submission” refers to the entire package of information, including the uploaded spreadsheet and associated documents and comments that you send to HUD for one fiscal year end reporting period, for each unique submission type. Thus if you send an unaudited, and later an audited submission, that would be two submissions since they are different submission types.

### 5.1 Inbox

The log on procedures described in section 3 brought you to the **Inbox**, the first page of the FASS-PH system. From this page, the major activities of the system are launched. The main functions you can go to from this page are **Create Submission** and **Delete Submission**. You can also link to the 3/31/2008 and prior Submissions Inbox, which is an entirely separate program, not covered in this manual.



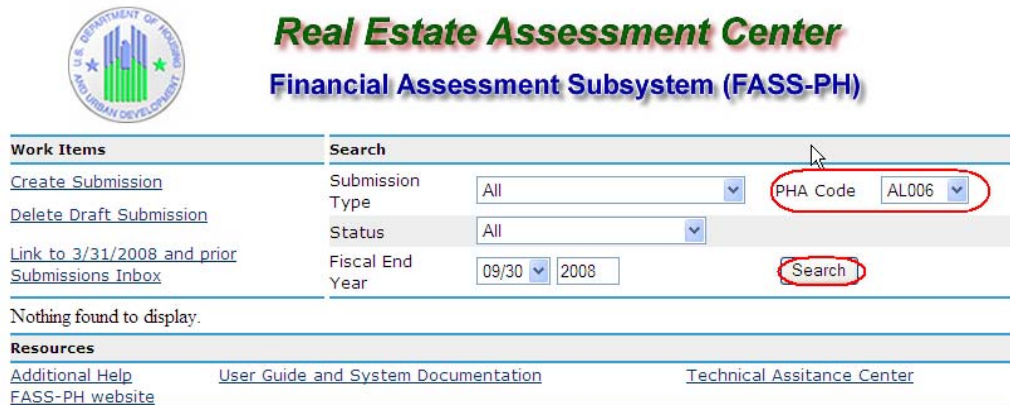
## Real Estate Assessment Center

### Financial Assessment Subsystem (FASS-PH)

Work Items	Search
<a href="#">Create Submission</a> <a href="#">Delete Draft Submission</a> <a href="#">Link to 3/31/2008 and prior Submissions Inbox</a>	<div style="display: flex; justify-content: space-between;"> <div> Submission Type: <span style="border: 1px solid black; padding: 2px;">All</span> </div> <div> PHA Code: <span style="border: 1px solid black; padding: 2px;">CA999</span> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> Status: <span style="border: 1px solid black; padding: 2px;">All</span> </div> <div> Fiscal End Year: <span style="border: 1px solid black; padding: 2px;">09/30</span> <span style="border: 1px solid black; padding: 2px;">2008</span> </div> <div> <input type="button" value="Search"/> </div> </div>
Nothing found to display.	
Resources	
<a href="#">Additional Help</a> <a href="#">FASS-PH website</a>	<a href="#">User Guide and System Documentation</a>
	<a href="#">Technical Assistance Center</a>

Whether you **Create** a new financial submission or modify an existing one depends on whether or not there is one already out there matching your criteria (). To determine this:

- Make sure your PHA code is displayed in the box on the upper right of the page
- Input the Fiscal Year End data you want (or specify "All"),
- Set the Submission Type and Status to "All"
- Press the  button.



**Real Estate Assessment Center**  
**Financial Assessment Subsystem (FASS-PH)**

Work Items	Search
<a href="#">Create Submission</a>	Submission Type: All
<a href="#">Delete Draft Submission</a>	Status: All
<a href="#">Link to 3/31/2008 and prior Submissions Inbox</a>	Fiscal End Year: 09/30 2008
	PHA Code: AL006
	<input type="button" value="Search"/>

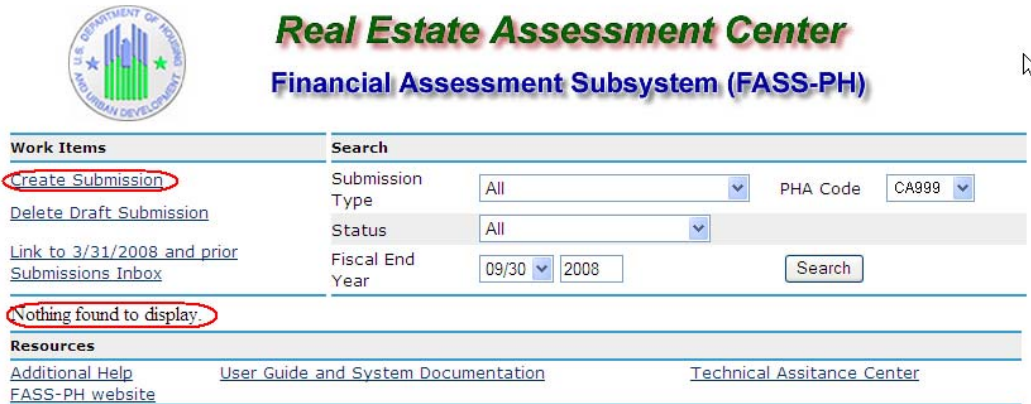
Nothing found to display.

**Resources**

[Additional Help](#) [User Guide and System Documentation](#) [Technical Assistance Center](#)  
[FASS-PH website](#)

### 5.1.1 Creating a new Submission

When the message "Nothing found to display" is returned to the page, you know that no drafts have yet been started for this fiscal reporting period for your PHA. Make sure the PHA Code is correct, and then select "Create Submission" to create a new submission for your organization.



**Real Estate Assessment Center**  
**Financial Assessment Subsystem (FASS-PH)**

Work Items	Search
<a href="#">Create Submission</a>	Submission Type: All
<a href="#">Delete Draft Submission</a>	Status: All
<a href="#">Link to 3/31/2008 and prior Submissions Inbox</a>	Fiscal End Year: 09/30 2008
	PHA Code: CA999
	<input type="button" value="Search"/>

Nothing found to display.

**Resources**

[Additional Help](#) [User Guide and System Documentation](#) [Technical Assistance Center](#)  
[FASS-PH website](#)

A PHA Information data entry page will display, with your PHA code already filled in:



## **Real Estate Assessment Center**


### **Financial Assessment Subsystem (FASS-PH)**

PHA Information		Additional Information
PHA Code	CA999	<a href="#">Technical Assistance Center</a>
PHA Name	Hometown Housing Authority	<a href="#">Help</a>
EIN Number	N/A	
Address(line1)	123 Fourth Street	
Address(line2)		
City	Hometown	
State	CA	
Zip Code	99998	
Reporting Ending Date	03/31 2008	
Submission Type	<input checked="" type="radio"/> Unaudited/Non-A-133 <input type="radio"/> Unaudited/No Audit <input type="radio"/> Unaudited/A-133	
Asset Management	<input type="radio"/> Non-Asset Management with Elimination Only <input type="radio"/> Non-Asset Management with COCC/Elimination <input checked="" type="radio"/> Non Asset Management <input type="radio"/> Asset Management without COCC/Elimination <input type="radio"/> Asset Management with Elimination Only <input type="radio"/> Asset Management with COCC/Elimination	
Component Unit	<input type="checkbox"/> Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will <b>not</b> be receiving its own separate A-133 or non A-133 audit.)	
Submission Option	<input checked="" type="radio"/> Blank Submission	
<input type="button" value="Save"/>		

Complete this page, insuring that each of the fields is correct for your submission and that the Reporting Ending Date year is filled in (See section 5.2, below). Once you have saved the PHA Information page successfully, your draft submission exists in the system. If you exit the system now, any further visits to the system to create or add data for your submission will be done by selecting your draft and modifying it, not by creating a new submission.

### 5.1.2 Modifying an existing Draft Submission

In this abbreviated version of the FASS-PHA, all modifications to your financial information will be made to your MS Excel spreadsheet prior to using this system to upload the spreadsheet. Before creating a new submission, you searched to see if any draft submissions already existed. If your organization already had financial data submissions associated with it, then instead of the “Nothing found to display” message, a list displaying each submission would be returned to the page. In the example below, select one of the Draft submissions listed by clicking in the Status column to bring up the next page, the PHA Information Page.



## Real Estate Assessment Center

### Financial Assessment Subsystem (FASS-PH)

**Work Items**

[Create Submission](#)

[Delete Draft Submission](#)

[Link to 3/31/2008 and prior Submissions Inbox](#)

**Search**

Submission Type: All PHA Code: CA999

Status: All

Fiscal End Year: 09/30   Search

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
<a href="#">Draft</a>	DC001	Hometown Housing Authority	Unaudited/Non-A-133	09/30/2007		M00207
<a href="#">Draft</a>	DC001	Hometown Housing Authority	Unaudited/A-133	09/30/2010		M00202
<a href="#">Draft</a>	DC001	Hometown Housing Authority	Unaudited/A-133	09/30/2011		M00202
<a href="#">Draft</a>	DC001	Hometown Housing Authority	Unaudited/A-133	09/30/2008		M00202

Notice that the PHA Information Page is different from the page that displayed for the initial creation of the Submission. Because the PHA Information has been established, the navigation menus are now present, giving you the tools to proceed with the building of your draft submission.



## Real Estate Assessment Center

### Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	Submit
<div>Programs+</div>		
<div>PHA Information</div> <div>           PHA Code: CA999            PHA Name: Hometown Housing Authority            Fiscal Year End Date: 03/31/ 2009            Submission Type: Unaudited/Non-A-133         </div>		<div>Additional Information</div> <div> <a href="#">Technical Assistance Center</a>  <a href="#">User Guide and System Documentation</a> </div>
<div>PHA Information</div> <div>           PHA Code: CA999            PHA Name: Hometown Housing Authority            EIN Number: N/A            Address(line1): 123 Fourth Street            Address(line2):            City: Hometown            State: CA            Zip Code: 99998            Reporting Beginning Date: 04/01 2008            Reporting Ending Date: 03/31 2009            Submission Type: <input checked="" type="radio"/> Unaudited/Non-A-133                                              <input type="radio"/> Unaudited/No Audit                                              <input type="radio"/> Unaudited/A-133            Asset Management: <input checked="" type="radio"/> Non-Asset Management with Elimination Only                                              <input type="radio"/> Non-Asset Management with COCC/Elimination                                              <input type="radio"/> Non Asset Management                                              <input type="radio"/> Asset Management without COCC/Elimination                                              <input type="radio"/> Asset Management with Elimination Only                                              <input type="radio"/> Asset Management with COCC/Elimination            Component Unit: <input type="checkbox"/> Component Unit (Check this box if the PHA is a component unit of the local government or local jurisdiction and will <b>not</b> be receiving its own separate A-133 or non A-133 audit.)         </div> <div>Save</div>		

## 5.2 PHA Information Page

The PHA Information page allows users to verify and enter basic information about a PHA and the type of programs under which they are funded. The page contains basic information about the PHA, including name, PHA code, address, and fiscal year end date. To create a new

submission in the system, you must insure that all the fields on the page are correct for the submission you are creating:

#### 5.2.1 Reporting Beginning Date (month/day):

Select one of the 4 month/day options from the dropdown (01/01, 04/01, 07/01, 10/01). This dropdown is defaulted to the current fiscal year beginning quarter for the selected PHA Code.

#### 5.2.2 Reporting Beginning Date (year):

Enter a four-digit fiscal year beginning date. *Example: Enter 2007 in the text box.*

#### 5.2.3 Reporting End Date (month/day):

Select one of the 4 month/day options from the dropdown (03/31, 06/30, 09/30, 12/31). This dropdown is defaulted to the current fiscal year end quarter for your organization.

#### 5.2.4 Reporting End Date (year):

Enter a four-digit fiscal year end date. *Example: Enter 2008 in the text box.*

#### 5.2.5 Submission Type:

Select a radio button from one of the 5 submission types

- Un-audited/A-133
- Un-audited/Non A-133
- Un-audited/No Audit

#### 5.2.6 Asset Management type:

Choose the appropriate Asset Management Type from the Radio buttons on the page. Three or 6 choices will appear, depending on the type of PHA you represent:

For a Section 8 Only PHA, the following choices will be present:

- Non Asset Management with Elimination Only
- Non Asset Management with COCC
- Non Asset Management (without COCC / Elimination)

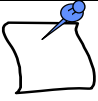
For a PHA with Low Rent or Low Rent combined with 400 units or greater, the following three choices will be present:

- Asset Management with Elimination Only
- Asset management with COCC
- Asset Management without COCC / Elimination

For a PHA with Low Rent or Low Rent combined, but with less than 400 units, all 6 choices will be present:

- Non Asset Management with Elimination Only
- Non Asset Management with COCC
- Non Asset Management (without COCC / Elimination)
- Asset Management with Elimination Only

- Asset management with COCC
- Asset Management without COCC / Elimination

 <b>Note</b>	<p><b>Be very careful to select the correct Asset Management type.</b> This field cannot be changed later, since it determines what types of forms the program knows to expect. To change this field once you have started building the submission, you would have to delete the submission and start a new one.</p>
--	--

### 5.2.7 Accounting Method

If this category is present, select one of the two options:

- Full Accrual
- Modified Accrual

This category will only be present on the page for Section 8 Only PHAs. All other PHAs must use Full Accrual Accounting, and therefore no choice will be offered on the page.

### 5.2.8 Component Unit designation

Check this box if the PHA is a component unit of the local government or local jurisdiction and will not be receiving its own separate A-133 or non A-133 audit

### 5.2.9 Save Completed Page / Edit Check

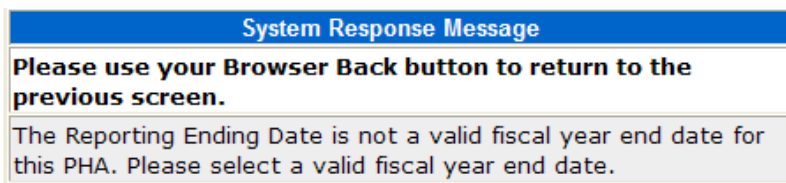
Click on the  button.

If the application detects any errors or omissions on the form, an error message will be returned and the form will not be processed until the problem is corrected. In the Example below, Fiscal year was omitted for Reporting Ending Date

Reporting Beginning Date	01/01 ▼	2007
		
Reporting Ending Date	03/31 ▼	

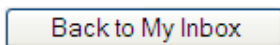
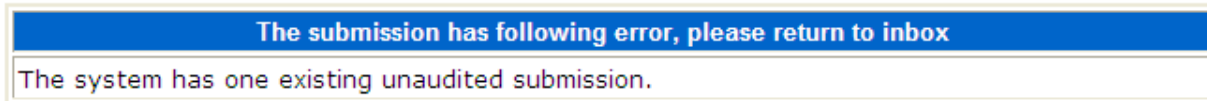
In this case, if you add the correct fiscal year and select Save, you will resubmit the page for processing.

In the example below, fiscal year 2009 was entered in Reporting Ending Date field in 2008, before 2008 processing was completed for this PHA:



In this case, click on the “back” browser arrow at the top left of your screen to return to the previous page, and enter the correct information.

This error message was generated because a submission already exists for the selection criteria you set.



Either revise the dates, or delete the old draft.

Verify that the fields are correct or modify them, fill in the correct fiscal year, and press the save button at the bottom. The PHA Information page will re-appear, with the top menu items and navigation tabs present:



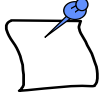
## Real Estate Assessment Center

### Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	Submit																														
<b>Programs+</b>																																
<table border="1"> <thead> <tr> <th colspan="2">PHA Information</th> <th>Additional Information</th> </tr> </thead> <tbody> <tr> <td>PHA Code</td> <td>CA999</td> <td rowspan="4"> <a href="#">Technical Assistance Center</a>  <a href="#">User Guide and System Documentation</a> </td> </tr> <tr> <td>PHA Name</td> <td>Hometown Housing Authority</td> </tr> <tr> <td>Fiscal Year End Date:</td> <td>03/31/ 2009</td> </tr> <tr> <td>Submission Type:</td> <td>Unaudited/Non-A-133</td> </tr> </tbody> </table>			PHA Information		Additional Information	PHA Code	CA999	<a href="#">Technical Assistance Center</a> <a href="#">User Guide and System Documentation</a>	PHA Name	Hometown Housing Authority	Fiscal Year End Date:	03/31/ 2009	Submission Type:	Unaudited/Non-A-133																		
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PHA Information																																
PHA Code	CA999																															
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<input type="button" value="Save"/>																																

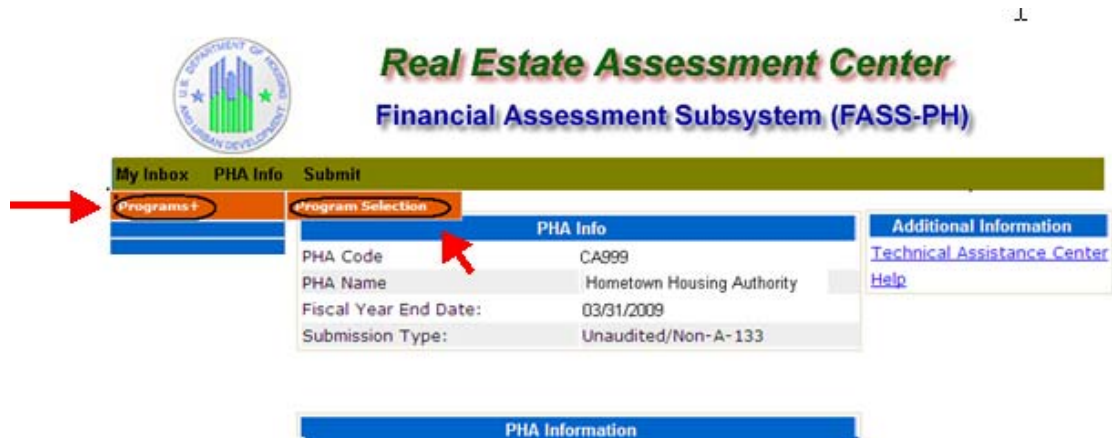
### 5.3 Select Programs for the PHA

Once the PHA Information page is complete, there is one more step required before loading your financial data. You must designate one or more programs through which your organization receives funding. If you attempt to select **“Submit”** from the top row of tabs before you have identified at least one program, nothing will happen. The tabs are disabled until programs have been selected.

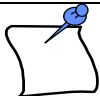
 <p><b>Note</b></p>	<p>Currently there is no validation of the programs you select, as long as you select and save at least one, and no difference in processing based on the number you select. In future you will be required to select all programs through which your organization receives funding.</p>
--	--

#### 5.3.1 Select Programs

Select the **Programs+** and **Program Selection** tabs at the top of the PHA Information page, as shown below:



A list of all active Programs will be displayed, as shown below, with check boxes to the right so that you can select the ones appropriate to your organization.

 <p><b>Note</b></p>	<p>If you are a low rent or low rent combined PHA, two of the Programs are already pre-selected for you, <b>Low Rent Public Housing</b>, and <b>Public Housing Capital Fund Program</b>. Not all Low Rent PHAs have a Capital Fund Program. If you do not, you can un-check this program by clicking on the check-box.</p>
--	--



## Real Estate Assessment Center

### Financial Assessment Subsystem (FASS-PH)

**My Inbox   PHA Info   Submit**

<b>Programs +</b>	<b>Program Select</b>	<b>Additional Information</b>
<b>Comments</b>	PHA Code: CA999 PHA Name: Hometown Housing Authority Fiscal Year End Date: 03/31/2009 Submission Type: Unaudited/Non-A-133	<a href="#">Technical Assistance Center</a> <a href="#">Help</a>

CDFA#	Name of Program	Select	
14.182	N/C S/R Section 8 Programs	<input type="checkbox"/>	
14.312	New Approach Anti-Drug Grants	<input type="checkbox"/>	
14.850	Low Rent Public Housing	<input checked="" type="checkbox"/>	←
14.852	Public Housing_Comprehensive Improvement Assistance Program	<input type="checkbox"/>	
14.853	Public Housing_Tenant Opportunities Program	<input type="checkbox"/>	
14.854	Public and Indian Housing Drug Elimination Program	<input type="checkbox"/>	
14.855	Section 8 Rental Voucher Program	<input checked="" type="checkbox"/>	←
14.856	Lower Income Housing Assistance Program_Section 8 Moderate Rehabilitat	<a href="#">[Details]</a>	
14.857	Section 8 Rental Certificate Program	<input type="checkbox"/>	
14.858	Hope I	<input type="checkbox"/>	
14.859	Public Housing_Comprehensive Grant Program	<input type="checkbox"/>	
14.860	Head Start Public Housing Early Childhood/Development Demonstration	<input type="checkbox"/>	
14.861	PIH - Family Investment Corporation	<input type="checkbox"/>	
14.863	PIH - Youth Sports Program	<input type="checkbox"/>	
14.864	Economic Development and Supportive Services Program	<input type="checkbox"/>	
14.866	Revitalization of Severely Distressed Public Housing	<input type="checkbox"/>	
14.868	New Approach Anti-Drug Grants	<input type="checkbox"/>	
14.871	Housing Choice Vouchers	<input type="checkbox"/>	
14.872	Public Housing Capital Fund Program	<input checked="" type="checkbox"/>	←
8	Other Federal Program 1	<input type="checkbox"/>	
9	Other Federal Program 2	<input type="checkbox"/>	
91	Other Federal Program 3	<input type="checkbox"/>	
	Debt Service Fund	<input type="checkbox"/>	
	Business Activities	<input type="checkbox"/>	
	General Fixed Assets Account Group	<input type="checkbox"/>	
	State/Local	<input type="checkbox"/>	
	Fiduciary	<input type="checkbox"/>	
	Component Units	<input type="checkbox"/>	
	Internal Service Fund	<input type="checkbox"/>	

Select the appropriate programs by clicking the corresponding checkboxes in the *Select* column. A checkmark ☒ appears in the box. Click the checkbox again to deselect the program. Check all the programs applicable to your organization, and then select the [Save](#) button.

**Note**

The “Other Federal Programs 1, 2, and 3” can be used when a federal program does not have a CFDA number. Just click the corresponding checkbox as you would for any other program.

## 5.4 Comments Page

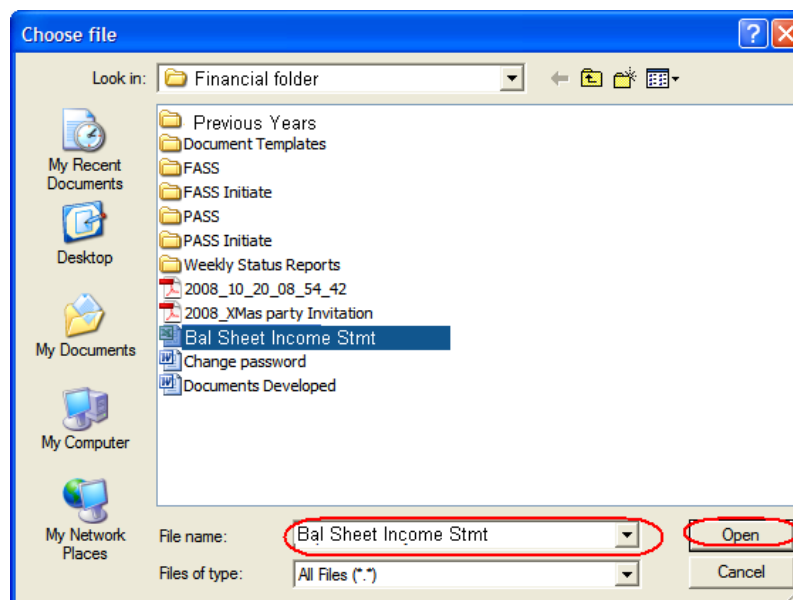
The **Comments** page allows users to provide comments about a financial submission, keeping them as part of the submission. In this current abbreviated version of the system, the **comments** page is the mechanism for uploading a spreadsheet of the PHA’s financial information into the system.

After one or more programs have been selected and saved, select “**Comments**” in the blue menu on the left of the page.




The **Comments Page** will appear. First enter or paste in your comments in the **Value** field in the top section, and press the **Save** button. You can then upload your organization's spreadsheet of financial data by designating the path to the file in the **Value** field provided in the lower section. You can find the file location of the spreadsheet by selecting the **Browse...** button. This will display filenames on your computer. Highlight the file containing your financial spreadsheet and press "Open". Then press the **Upload File** button to upload the spreadsheet. (See examples circled below):

The comments page, above, has two sections, one for typed comments, and one to identify the path to and location of your spreadsheet file for upload. A file selection page, similar to the one below, will be called when you press the "Browse" button.



After you press the Upload File button, the resulting page will show the file name of your spreadsheet file that was uploaded, with options to **view** or **delete** the file:



**Real Estate Assessment Center**  
**Financial Assessment Subsystem (FASS-PH)**

My Inbox   PHA Info   Submit

Programs+

Comments

Comments

PHA Code: CA999  
PHA Name: Hometown Housing Authority  
Fiscal Year End Date: 03.31/2009  
Submission Type: Unaudited/Non-A-133

Additional Information

[Technical Assistance Center](#)  
[Help](#)

Element#	Description	Value
G6000-030	Submission Comments	<div>Your comments appear here</div>

Save

Reset

Element#	Description	Value	Details
G6000-040		<div>Bal Sheet Income Stmt. .xls</div>	<div><a href="#">View</a> <a href="#">Delete</a></div>

External User Manual

5-14

1/27/2009

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## **6.0 SUBMITTING FINANCIAL DATA**

---

## 6 SUBMITTING FINANCIAL DATA

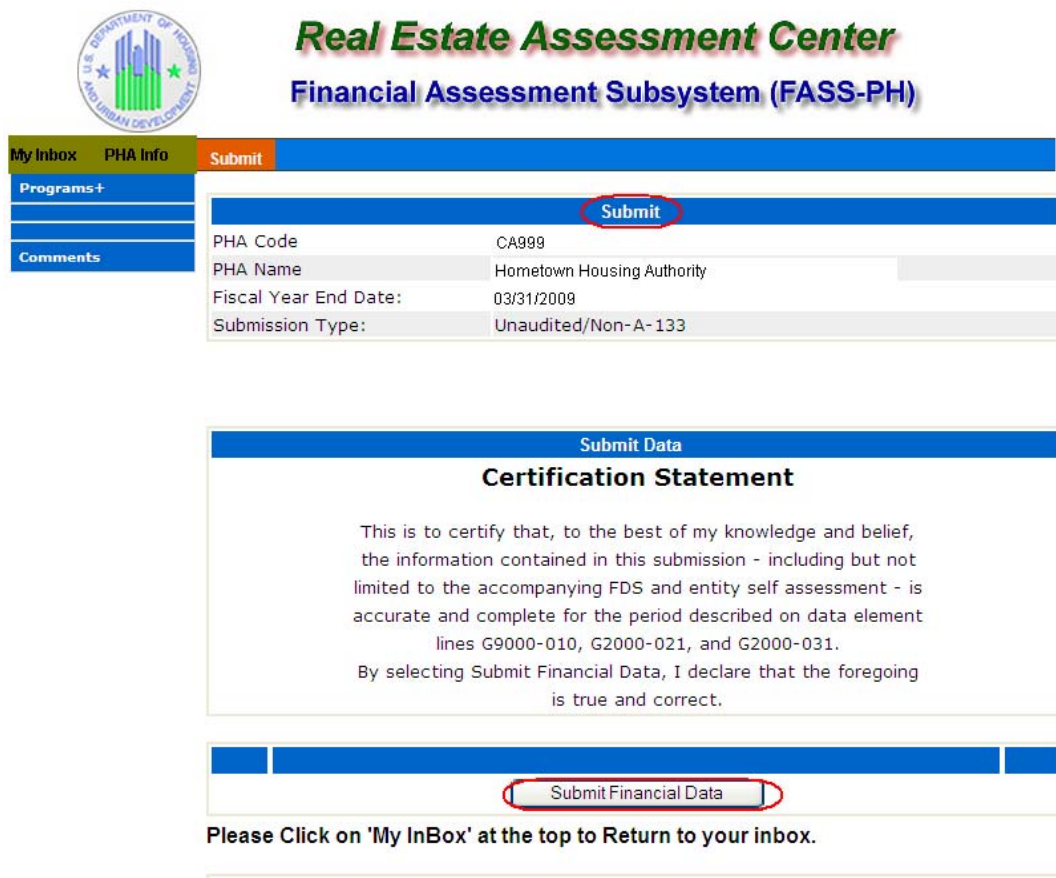
This chapter will guide you through the actual submission process, for Un-audited submissions.

In future the system will perform a submission completeness check for you before you submit the data. For now, you must check your data manually before uploading and submitting.

### 6.1 Certifying and Submitting the Spreadsheet Data

The **Submit** page contains a Certification Statement. By submitting financial data electronically, the PHA user certifies that the data is accurate and complete and in accordance with the stated requirements. Before trying to submit, be sure that the excel file containing your financial information has been uploaded.

From the top navigation bar, select the **SUBMIT** tab. The Submit Page, including the Certification Statement, will display:



**Real Estate Assessment Center**  
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info **Submit**

Programs+

Comments

**Submit**

PHA Code	CA999
PHA Name	Hometown Housing Authority
Fiscal Year End Date:	03/31/2009
Submission Type:	Unaudited/Non-A-133

**Submit Data**

**Certification Statement**

This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS and entity self assessment - is accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031.

By selecting Submit Financial Data, I declare that the foregoing is true and correct.

**Submit Financial Data**

Please Click on 'My InBox' at the top to Return to your inbox.

Select the [Submit Financial Data](#) button to submit the financial data you uploaded and keyed into the comments page. If the submission is successful, the following congratulations page will display:



**Real Estate Assessment Center**  
Financial Assessment Subsystem (FASS-PH)

**My Inbox** PHA Info Submit

Programs +  
Comments

Submit	
PHA Code	CA999
PHA Name	Hometown Housing Authority
Fiscal Year End Date:	03/31/2009
Submission Type:	Unaudited/Non-A-133

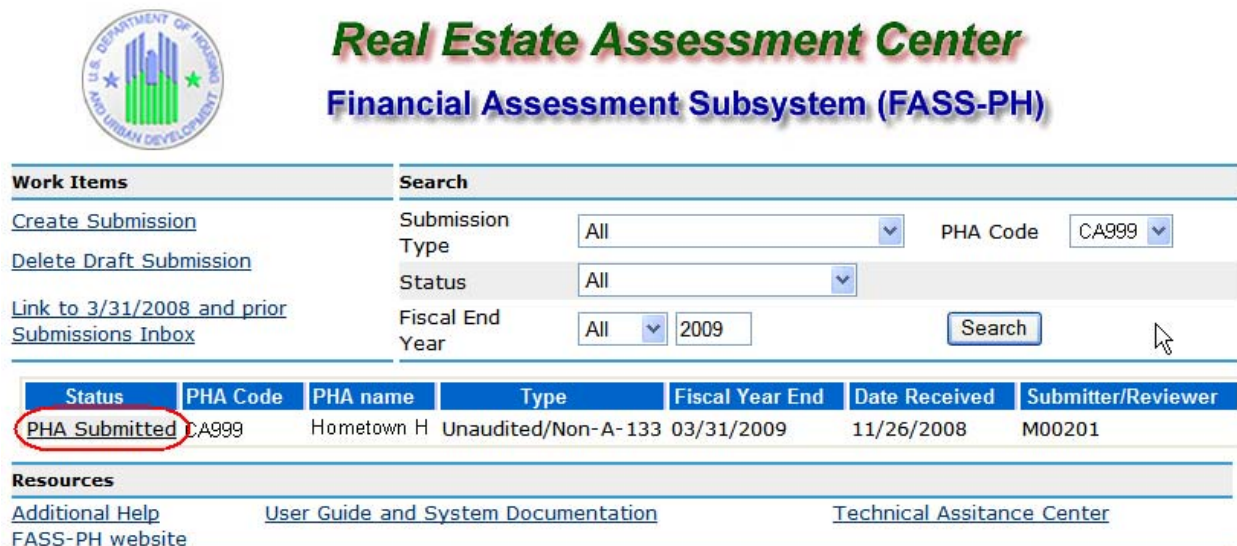
**Congratulations! Your submission has been successfully transmitted to FASS-PH.**

Date/Time: Wed Nov 26 13:58:04 EST 2008  
Confirmation Key: 185500000.222.56.8.RVS

Please Click on 'My InBox' at the top to Return to your inbox.

Click on the “My Inbox” link on the top navigation bar to return to the Inbox.

On the inbox, your submission’s status has changed from **Draft** to **PHA Submitted**. During the nightly batch process, the status will change to “**Review**”.



**Real Estate Assessment Center**  
Financial Assessment Subsystem (FASS-PH)

**Work Items**

[Create Submission](#)  
[Delete Draft Submission](#)  
[Link to 3/31/2008 and prior Submissions Inbox](#)

**Search**

Submission Type: All PHA Code: CA999  
Status: All  
Fiscal End Year: All 2009 [Search](#)

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
PHA Submitted	CA999	Hometown H	Unaudited/Non-A-133	03/31/2009	11/26/2008	M00201

**Resources**

[Additional Help](#) [User Guide and System Documentation](#) [Technical Assistance Center](#)  
[FASS-PH website](#)

After REAC completes the internal review the status changes to **Approved**, or **Rejected**. If **Rejected**, you must correct the errors in your spreadsheet, create a new submission, upload the corrected spreadsheet, and resubmit your data to REAC.

Please refer to section 6.1 for monitoring your submission status.

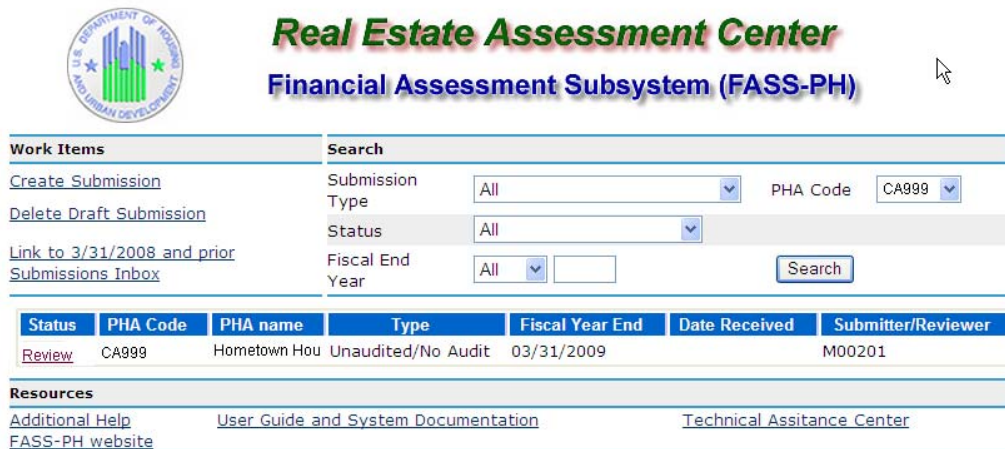
## 6.2 Monitoring Submission Status

### (Submission Status Changes)

When you submit your PHA's financial information to REAC, the status of the submission changes to **PHA Submitted**. The Status is displayed in the leftmost column of the Inbox page when you display the submission info line. As part REAC processing, several possible changes in status can occur. Some status changes will differ depending on the type of PHA (Low Rent Only, Combined, or Section 8 Only). These are explained below:

#### 6.2.1 Review status

The nightly batch processing will change the submission status from **PHA Submitted** to **Review**. Submissions with Review status are being reviewed by REAC.



**Real Estate Assessment Center**  
**Financial Assessment Subsystem (FASS-PH)**

**Work Items**

- [Create Submission](#)
- [Delete Draft Submission](#)
- [Link to 3/31/2008 and prior Submissions Inbox](#)

**Search**

Submission Type:  PHA Code:

Status:  Fiscal End Year:

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
<a href="#">Review</a>	CA999	Hometown Hou	Unaudited/No Audit	03/31/2009		M00201

**Resources**

- [Additional Help](#)
- [User Guide and System Documentation](#)
- [Technical Assistance Center](#)
- [FASS-PH website](#)

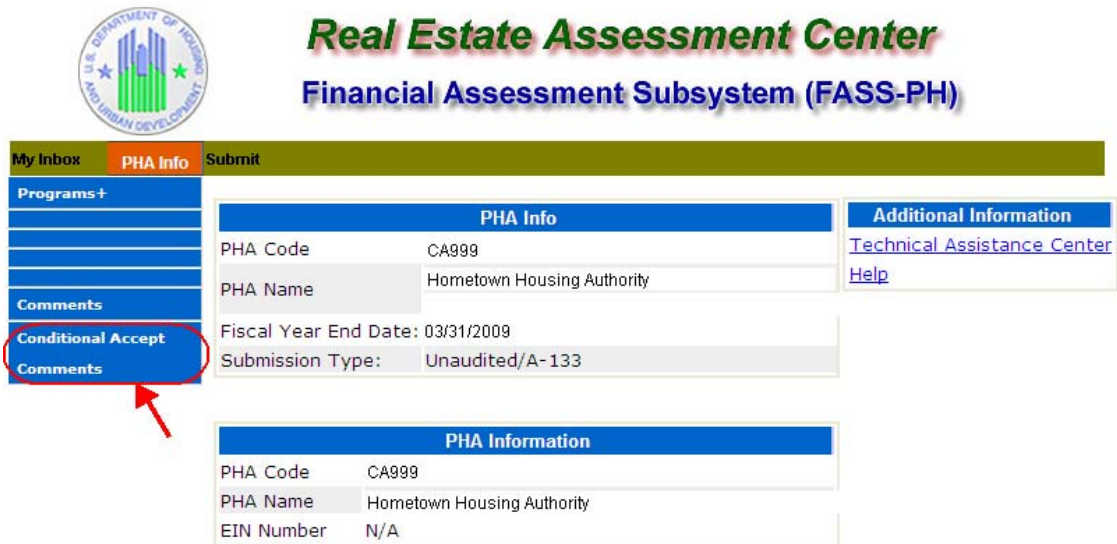
#### 6.2.2 Approved status

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
<a href="#">Approved</a>	CA999	Hometown Housing Authority	Audited / Non-A-133	09/30/2008	08/15/2008	M00207 / M00201

Click on the [Approved](#) link.

The Financial Data Schedule information for the PHA is displayed on the page.

“Approved” means either Approved or Conditionally Accepted. If the submission was Conditionally Accepted, a *Conditional Accept Comments* link will display in the blue menu box on the left of the page:



**Real Estate Assessment Center**  
Financial Assessment Subsystem (FASS-PH)

My Inbox PHA Info Submit

Programs+

Comments

**Conditional Accept**

Comments

**PHA Info**

PHA Code CA999

PHA Name Hometown Housing Authority

Fiscal Year End Date: 03/31/2009

Submission Type: Unaudited/A-133

**Additional Information**

[Technical Assistance Center](#)

[Help](#)

**PHA Information**

PHA Code CA999

PHA Name Hometown Housing Authority

EIN Number N/A

Internal REAC personnel will record “Conditional Acceptance Comments” for submissions that are Conditionally Accepted. You can view these comments in the Conditional Accept Comments page. Click on the Conditional Accept Comments link to see the comments:


**Conditional Acceptance Reasons**

DESCRIPTION	VALUE
Comments:	Conditional Acceptance Comments entered for user's manual.

### 6.2.3 Rejected status

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
<a href="#">Rejected</a>	CA999	Hometown Housing Authority	Audited / Non-A-133	09/30/2008	08/15/2008	M00207 / M00201

When your submission has this status, click on the [Rejected](#) link to see the PHA Information page, with a **Rejection Reason Details** tab in the blue selection menu:




## Real Estate Assessment Center

### Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	Submit																				
<div style="background-color: #0056b3; color: white; padding: 2px;">Programs+</div> <div style="background-color: #0056b3; color: white; padding: 2px;">Comments</div> <div style="background-color: #0056b3; color: white; padding: 2px; border: 2px solid red;">Rejection Reason</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="2">PHA Information</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">PHA Code</td> <td>CA999</td> </tr> <tr> <td>PHA Name</td> <td>Hometown Housing Authority</td> </tr> <tr> <td>Fiscal Year End Date:</td> <td>03/31/2009</td> </tr> <tr> <td>Submission Type:</td> <td>Unaudited/No Audit</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="2">PHA Information</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">PHA Code</td> <td>CA999</td> </tr> <tr> <td>PHA Name</td> <td>Hometown Housing Authority</td> </tr> <tr> <td>EIN Number</td> <td>N/A</td> </tr> </tbody> </table>	PHA Information		PHA Code	CA999	PHA Name	Hometown Housing Authority	Fiscal Year End Date:	03/31/2009	Submission Type:	Unaudited/No Audit	PHA Information		PHA Code	CA999	PHA Name	Hometown Housing Authority	EIN Number	N/A	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Additional Information</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <a href="#">Technical Assistance Center</a>  <a href="#">Help</a> </td> </tr> </tbody> </table>	Additional Information	<a href="#">Technical Assistance Center</a> <a href="#">Help</a>
PHA Information																						
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PHA Name	Hometown Housing Authority																					
Fiscal Year End Date:	03/31/2009																					
Submission Type:	Unaudited/No Audit																					
PHA Information																						
PHA Code	CA999																					
PHA Name	Hometown Housing Authority																					
EIN Number	N/A																					
Additional Information																						
<a href="#">Technical Assistance Center</a> <a href="#">Help</a>																						

Click on the **Rejection Reason Details** tab. The **Rejection Reason Details Page** will display. This page provides a description and value as to why the submission was rejected:



## Real Estate Assessment Center

### Financial Assessment Subsystem (FASS-PH)

My Inbox	PHA Info	Submit																														
<div style="background-color: #0056b3; color: white; padding: 2px;">Programs+</div> <div style="background-color: #0056b3; color: white; padding: 2px;">Comments</div> <div style="background-color: #0056b3; color: white; padding: 2px; border: 2px solid red;">Rejection Reason</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="2">Rejection Reason</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">PHA Code</td> <td>CA999</td> </tr> <tr> <td>PHA Name</td> <td>Hometown Housing Authority</td> </tr> <tr> <td>Fiscal Year End Date:</td> <td>03/31/2009</td> </tr> <tr> <td>Submission Type:</td> <td>Unaudited/No Audit</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Description</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Programs Not Reported</td> <td>Yes</td> </tr> <tr> <td>Financial Information Not Consistent with GAAP Method Selected</td> <td>No</td> </tr> <tr> <td>Financial Information Not Properly Classified/Reported/Stated</td> <td>Yes</td> </tr> <tr> <td>Agency FY Different from Records</td> <td>No</td> </tr> <tr> <td>Programs Combined</td> <td>Yes</td> </tr> <tr> <td>Unexplained Indicators Affecting Indicators of Scored</td> <td>No</td> </tr> <tr> <td>Material Non-Compliance with GAGAS</td> <td>Yes</td> </tr> <tr> <td>Other</td> <td>No</td> </tr> </tbody> </table>	Rejection Reason		PHA Code	CA999	PHA Name	Hometown Housing Authority	Fiscal Year End Date:	03/31/2009	Submission Type:	Unaudited/No Audit	Description	Value	Programs Not Reported	Yes	Financial Information Not Consistent with GAAP Method Selected	No	Financial Information Not Properly Classified/Reported/Stated	Yes	Agency FY Different from Records	No	Programs Combined	Yes	Unexplained Indicators Affecting Indicators of Scored	No	Material Non-Compliance with GAGAS	Yes	Other	No	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Additional Information</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <a href="#">Technical Assistance Center</a>  <a href="#">Help</a> </td> </tr> </tbody> </table>	Additional Information	<a href="#">Technical Assistance Center</a> <a href="#">Help</a>
Rejection Reason																																
PHA Code	CA999																															
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Description	Value																															
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Programs Combined	Yes																															
Unexplained Indicators Affecting Indicators of Scored	No																															
Material Non-Compliance with GAGAS	Yes																															
Other	No																															
Additional Information																																
<a href="#">Technical Assistance Center</a> <a href="#">Help</a>																																

**Comments**


HFPHAM rejection reason details and comments (YNYNYNYN).  
12/1/08 1:34PM

You must correct the errors in the spreadsheet, create a new submission, upload the corrected spreadsheet, and resubmit for approval. Chapter 8, **Resubmitting Rejected Submissions**, describes the resubmission process.

## **7.0 DELETING DRAFT FINANCIAL SUBMISSIONS**

## 7 DELETING DRAFT FINANCIAL SUBMISSIONS

Go to the FASS-PH initial page (The Inbox), and select “Delete Draft Submission” from the list of Work Items on the left of the page. This will trigger a search of all draft submissions for your organization. You may use any of the filters on the page, Submission Type, Status, or Fiscal Year End, to better focus on the draft you want.




### Real Estate Assessment Center

#### Financial Assessment Subsystem (FASS-PH)

Work Items	Search	
<a href="#">Create Submission</a>	Submission Type: <span>All</span>	PHA Code: <span>CA999</span>
<b><a href="#">Delete Draft Submission</a></b>	Status: <span>All</span>	
<a href="#">Link to 3/31/2008 and prior Submissions Inbox</a>	Fiscal End Year: <span>06/30</span>	<input type="button" value="Search"/>
Nothing found to display.		
Resources		
<a href="#">Additional Help</a>	<a href="#">User Guide and System Documentation</a>	<a href="#">Technical Assistance Center</a>
<a href="#">FASS-PH website</a>		

From the list that was returned, find the draft(s) you wish to delete, click on the corresponding box in the leftmost “Status” column, and press the “Delete” button at the bottom of the list.



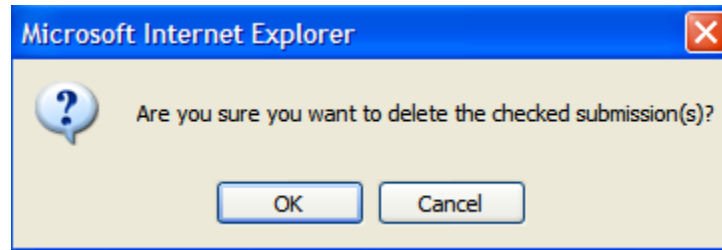
### Real Estate Assessment Center

#### Financial Assessment Subsystem (FASS-PH)

1 item found, displaying item 1 to 1

Select	Status	PHA Code	PHA Name	TYPE	Fiscal Year End	Date of Last Revision
<input checked="" type="checkbox"/>	<a href="#">Draft</a>	<a href="#">CA999</a>	<a href="#">Hometown Housing Authority</a>	Unaudited/Non-A-133	Sat Jun 30 15:09:35 EDT 2012	

You will receive a warning message asking if you're sure you want to delete the checked (draft) submissions. Press "OK" to complete the deletion, or "Cancel" to back off without deleting the draft.



When you press "OK", a confirmation page will appear. You can return to the Inbox page after viewing it.



## ***Real Estate Assessment Center***

### **Financial Assessment Subsystem (FASS-PH)**

The following submission is deleted. One item found 1

PHA Code	PHA Name	TYPE	Fiscal Year End	Date of Last Revision
CA999	Hometown Housing Authority	Unaudited/Non-A- 133	Sat Jun 30 13:18:57 EDT 2007	

[Back to My Inbox](#)

## **8.0 RESUBMITTING REJECTED SUBMISSIONS**

## 8 RESUBMITTING REJECTED SUBMISSIONS

In the event that a submission is rejected by REAC, you must resubmit corrected submissions for reconsideration by REAC.

First check to see if a submission has been **Rejected** by REAC. In the **Inbox**, verify your PHA code is in the drop-down menu, then press the [Search](#) button. You may specify the other Search filters: Submission Type, Status and Fiscal Year End, or set them to "All", as was done in this example:



**Real Estate Assessment Center**  
**Financial Assessment Subsystem (FASS-PH)**

**Work Items**

[Create Submission](#)  
[Delete Draft Submission](#)  
[Link to 3/31/2008 and prior Submissions Inbox](#)

**Search**

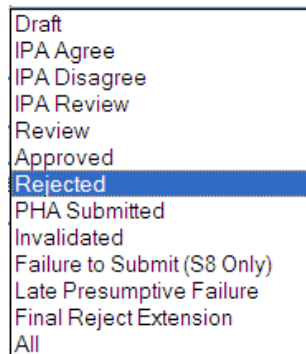
Submission Type: All  
 Status: All  
 Fiscal End Year: All  
 PHA Code: CA999  
[Search](#)

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
Rejected	CA999	Hometown Hou	Unaudited/No Audit	03/31/2009		M00201

**Resources**

[Additional Help](#)   [User Guide and System Documentation](#)   [Technical Assistance Center](#)  
[FASS-PH website](#)


All submissions matching the search criteria will be returned, with current status displayed in the leftmost **Status** column. In the example above, the Status of the returned submission is "Rejected". You can click the Status drop down arrow ▼ to see all possible status types:



Draft  
 IPA Agree  
 IPA Disagree  
 IPA Review  
 Review  
 Approved  
**Rejected**  
 PHA Submitted  
 Invalidated  
 Failure to Submit (S8 Only)  
 Late Presumptive Failure  
 Final Reject Extension  
 All

Click on the **Rejected** link to display the **Rejection Reason Details** page, which provides you with a description and value as to why the submission was rejected. Please **CAREFULLY** review comments. Refer to Rejection Reasons Details page for making necessary corrections in the resubmission. You may want to print this page for easy reference when completing your new resubmission.

To create a resubmission, make sure the PHA Code is set to your PHA, and click on the [Create Submission](#) link at the top of the Inbox page.



## Real Estate Assessment Center

### Financial Assessment Subsystem (FASS-PH)

**Work Items**

[Create Submission](#)

[Delete Draft Submission](#)

[Link to 3/31/2008 and prior Submissions Inbox](#)

**Search**

Submission Type:

Status:

Fiscal End Year:

PHA Code:

Status	PHA Code	PHA name	Type	Fiscal Year End	Date Received	Submitter/Reviewer
<a href="#">Rejected</a>	CA999	Hometown Hou	Unaudited/No Audit	03/31/2009		M00201

**Resources**

[Additional Help](#)     
 [User Guide and System Documentation](#)     
 [Technical Assistance Center](#)  
[FASS-PH website](#)

A PHA Information page will display. Make sure the **Reporting End Date** is identical to the rejected submission, and the other fields are checked appropriately.

Proceed as if it is a new submission. See Section 5 for detailed steps